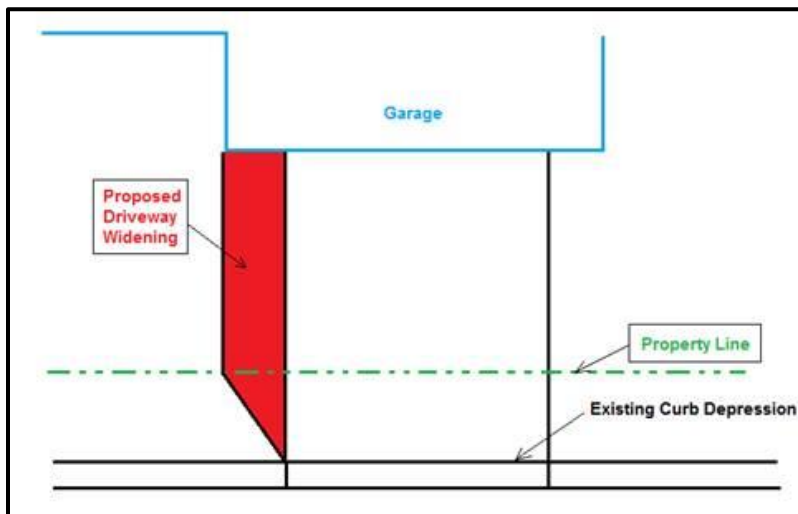


### **I want to widen my driveway...**

Cutting an existing curb in order to widen a driveway is prohibited in the Town of Bradford, specifically in new subdivisions in order to preserve on-street parking and ensure that subdivisions comply with their overall design.

A homeowner is permitted to widen their driveway **provided that the existing width at the curb is not modified** and that the full width widening is located on or within the property line with a taper constructed from the curb to the property line as shown in the sketch below. Driveway widenings will not be permitted where they interfere with Town owned boulevard trees, utility cabinets and/or other street furniture.



Should a homeowner wish to proceed with a driveway widening as shown above, they will be required to obtain a Road Occupancy/Entrance Permit, approved by the Town's Transportation Division.

### **Things to Consider**

- Driveway widenings must comply with the Town's Zoning By-law requirements, as amended;
- Driveway widenings should not interfere with or obstruct existing drainage swales, sidewalks or catch basins;
- Water shut-off valves should not be located in a paved driveway where possible;
- Water shut-off valves that are located in paved driveways should be kept flush to grade where they can be easily accessed by Town staff;
- Landscaping, retaining walls, gardens, etc., are not permitted in the Town's boulevard;
- Any work done as part of a driveway widening is the sole responsibility of the property owner and the Town is not responsible for replacing any items removed from the boulevard should maintenance or reconstruction work be required.

## SUBMISSION CHECKLIST FOR DRIVEWAY WIDENING PERMIT (ROAD OCCUPANCY PERMIT)

### How Do I Ensure Compliance with the Zoning By-law?

Compliance with the Zoning By-law ensures that landscaped amenity space is preserved, stormwater drainage remains unobstructed, that neighbourhood character and urban design is not negatively impacted (i.e., creation of over paving and parking lots is discouraged), vehicles can be easily parked, entered and exited, and that front yards maintain a functional and organized layout.

### Please Be Aware

- ‘**Driveway**’ means a defined area providing access for motor vehicles from a public or private street or a lane to facilities such as a parking area, parking lot, loading space, private garage, carport, building or structure.
- ‘**Garage Door**’ means the width of the garage door opening(s), which is used for vehicular access. Where there is more than one opening, the garage door width shall be the distance between the two outer extremities of the garage door opening(s), including any intervening columns, doors, windows or wall sections which might separate two or more garage door opening(s).
- All “required” parking spaces must be **2.7m by 6.0m**. For example, if you are widening your driveway for the purpose of creating a new “required” parking space you must be able to extend your driveway pad to a minimum dimension of 5.4m by 6.0m. (s5.4.1 of By-law 2010-050)
- Vehicles located in the front, interior or exterior yard must be parked within the maximum driveway width. (s5.15.2(a)(c) of By-law 2010-050)

### Determining your Maximum Driveway Width

- The maximum *driveway* width shall be the **garage door width plus 1.5 metres**. (s5.16.1(b) of By-law 2010-050)

**OR**

- a. If you have an attached private garage with a **total garage door width less than 3.6m** you are permitted to have a maximum driveway **width of 5.5m**. **PLEASE NOTE this exception does not apply to townhouses**. (s5.16.1(c) of By-law 2010-050)
- b. If you have **no attached or detached garage** you are permitted to have a maximum driveway **width of 5.5m**. (s5.16.1(d) of By-law 2010-050)

## SUBMISSION CHECKLIST FOR DRIVEWAY WIDENING PERMIT (ROAD OCCUPANCY PERMIT)

### Designing your Driveway, Patio or Walkway

- **Hard surfaces must be no closer than 0.6 metres from the side lot line** in order to maintain existing storm water drainage. (s3 of By-law 94-026 & Table 4.1, s5.4.1(f), and s5.15.2(f) of By-law 2010-050)
- **Vehicles located in the interior yard must be parked 1.0m away from the property line.**(s5.15.2(e) of By-law 2010-050)
- In calculating the driveway width Staff include any level hard surfacing connected to the driveway entrance that can be used to park a vehicle.
- If you want to construct a patio or walkways connected to the driveway beyond the maximum permitted driveway width, Staff requires that the driveway be clearly delineated and obstructed to prevent the parking of vehicles on the patio or walkway area. Suggested delineation elements include, but are not limited to a 6 inch curb, an armour stone rock, or an anchored planter or light post.
- Should you require a taper, curb cut or expect to impact the public right-of-way you must complete the Road Occupancy Permit / Entrance Permit Application Form. (Please contact Transportation Division at 905-775-5369)

### Resources

- If you don't know where your property lines are located, please review your legal plan. Often a legal plan is given to the owner at the time of purchase of the dwelling. If you cannot locate a legal plan please call the Building Department (905-778-2055) to see if they have one on file. A copy can be obtained by owner with valid photo identification.
- Drawing on a copy of the legal plan is often an easier way to sketch up your plan.
- Should you have questions feel free to contact the Office of Community Planning at 905-775-5366 x 1402.

## SUBMISSION CHECKLIST FOR DRIVEWAY WIDENING PERMIT (ROAD OCCUPANCY PERMIT)

### **How Do I Get A Permit To Widen My Driveway?**

A permit is required for anyone proposing to widen their driveway. Permit applications are coordinated through the Town of BWG Community Services Department (Transportation Division) located at 3541 Line 11, Phone: 905-775-5369.

An Application for a Driveway Widening Permit will not be considered until such time as the Transportation Division has received **ALL** of the following:

- A completed Road Occupancy and Driveway Widening Permit Application Form – the application form is available on-line at <https://www.townofbwg.com/driveways> or by visiting the Community Services Department (Transportation Division) at 3541 Line 11
- A recent photograph (dated) of the front elevation of the home including public property (show hydrants, trees, utility boxes, etc.)
- A detailed site plan showing existing and proposed features complete with dimensions (see the attached Schedule A for an example of the required plan and dimensions.)
- Payment of the applicable fee and security deposit – payable via cash, cheque or credit card;
- A copy of the Legal Plan for the Property (if required)
- Liability Insurance in the amount of \$5 million naming the Town as additional insured (Contractor to provide if using a contractor to do the work)
- WSIB Clearance Certificate (if utilizing a contractor)
- Traffic Management Plan (if required) – TMP shall comply with OTM Book 7 requirements

**\*\*It is the Owner's responsibility to confirm the exact location of the property lines\*\***

**The Owner and/or the contractor is responsible for any damage caused to the sidewalk, boulevard, street trees or any other street hardware resulting from work associated with the driveway widening.**

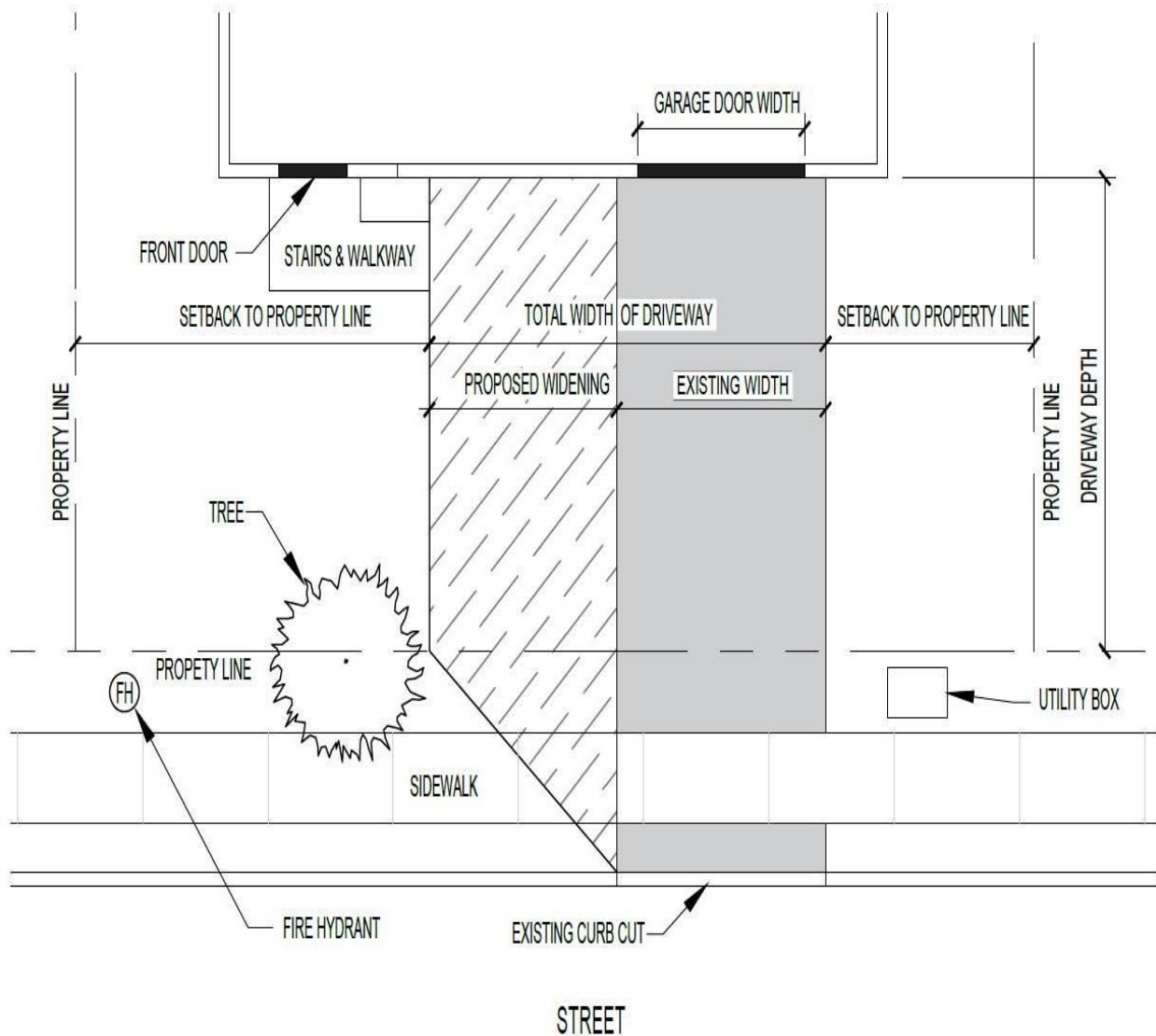
Additional information can be obtained on the Town's website at [www.townofbwg.com](http://www.townofbwg.com) or by contacting the Community Services Department (Transportation Services Division) at 905-775-5369.

## SUBMISSION CHECKLIST FOR DRIVEWAY WIDENING PERMIT (ROAD OCCUPANCY PERMIT)

### What should my Plan Look Like?

Your sketch or site plan should represent the existing site conditions and the proposed work. Include as much detail as possible.

### Schedule A: Sample Drawing



### Important dimensions to include on your plan:

- Garage Door Width
- Driveway Depth
- Setback of Hard Surfacing to the property line
- Existing Driveway Width
- Proposed Widening Width
- Surface materials